



ANDREW J. GINTHER, MAYOR

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## CIVIL SERVICE COMMISSION

### **2017 Annual Report**

*The Municipal Civil Service Commission of Columbus, Ohio*

*77 North Front Street, 3<sup>rd</sup> Floor, Columbus, Ohio 43215*  
*[www.columbus.gov/civilservice](http://www.columbus.gov/civilservice)*

## **MISSION**

The Civil Service Commission is committed to providing a quality workforce for the City of Columbus based upon merit system principles. Through our collective knowledge and experience, we strive for efficiency and consistency in the application of the Commission's Rules and Policies. We are dedicated to improving the services we provide by anticipating employment trends, by listening to the needs of the operating agencies, and by responding accordingly.

## **INTRODUCTION**

The Columbus Covenant identifies peak performance as one of its seven goals. "Peak Performance" is defined as investing in all City employees and developing systems that support a high-performing City government. The Civil Service Commission is on the front line, playing an integral role in achieving this goal.

The Civil Service Commission is the primary contact point for candidates seeking employment with the City of Columbus. The Commission acts as the gateway, assessing applicant qualifications for 88 percent of all City jobs. Through the online Employment Center and applicant testing, the Commission ensures the individuals who ultimately comprise the City's workforce of approximately 8,000 full-time employees, are of the highest caliber capable of providing exceptional service to the citizens of Columbus.

Together with its Civil Service Commissioners, the Civil Service Commission is responsible for upholding and administering all mandated provisions of the Columbus City Charter, including, but not limited to, the administration of the City's class plan, verifying personnel actions and certifying City payroll, and serving as a neutral hearing body for employee appeals regarding suspension or discharge actions by an appointing authority. As required by the Ohio Revised Code, the Commission also provides class plan maintenance, personnel actions oversight, and appeal hearing services for all classified employees of the Columbus City Schools.

## **CLASS PLAN MAINTENANCE**

The Civil Service Commission is responsible for maintaining the City's class plan, which provides a structural framework for all personnel actions and provides the basis for an equitable compensation plan. Regular class plan reviews and revisions are necessary to ensure each class specification continues to meet the ever-changing needs of each department. For this reason, an important Commission objective is to review every classification at least once every five years. At the close of 2017, 100 percent of the City's class plan was up-to-date. As part of this objective, staff completed a total of 172 class reviews with recommendations approved by the Commission in 2017. The 172 reviews resulted in:

- 9 actions to create new classification specifications
- 5 action to abolish classifications
- 47 actions to review without change
- 111 actions to revise and/or retitle

Additionally, 81 positions were randomly reviewed to determine if their duties matched their current classification; 95 percent of these positions were properly classified.

The Commission also conducts job audits upon request by an individual, a department, or a union. The purpose of these audits is to ensure that City employees are performing the duties for which they were hired, qualified, and being properly compensated. During 2017, Commission staff completed a total of eight position audits; six of those positions were identified as misclassified. Misclassifications are typically resolved through reassignment of duties to the position which are appropriate for the current class, or reallocation of the position to a different class for which the current duties best fit.

## **APPLICANT AND EMPLOYEE SERVICES**

In order to ensure that specific positions under each of the job classes in the class plan can be filled in a timely fashion with qualified employees, the City's Charter has designated primarily two classification types: noncompetitive and competitive. Noncompetitive classes are either non-skilled positions or those with qualifications that have a license or other conditions that must be met by an external source, such as a Registered Nurse, and for which it is impracticable to test. Competitive classes are those which require a broader set of minimum qualifications and a variety of job-specific knowledge, skills, and abilities, such as an Office Assistant and for which testing is practical.

To identify an initial pool of candidates for City employment, the Commission uses its online Employment Center database. The Center includes a wealth of information about jobs with the City, including: current vacancies, exam opportunities, job descriptions, qualification requirements, and salary information. Additionally, the Center houses an automated job interest database and the convenience of submitting applications on-line. This service can be utilized via the Commission's website from any computer with web access or at kiosks located at the Commission's downtown offices at 77 N. Front Street on floors one and three. A potential applicant can indicate interest in multiple jobs and will automatically receive an email notice to apply when the City is taking applications for a given job.

The Applicant and Employee Services Unit is responsible for the notification and application process for the City's noncompetitive, provisional, and unclassified jobs.

In 2017, the Applicant and Employee Services Unit:

- received 20,732 Job Interest Cards submitted electronically for all City jobs
- posted 397 noncompetitive/provisional/unclassified job vacancies
- received 17,372 online applications for noncompetitive/provisional/unclassified job postings

## **NON-UNIFORMED TESTING**

The Commission's Non-Uniformed Testing Unit administers exams to further determine candidates' suitability for the work which will be performed in all tested (competitive and qualifying noncompetitive) job classes, other than the Police and Fire sworn jobs.

In 2017, the Non-Uniformed Testing Unit:

- conducted 117 exam recruitments (70 regular recruitments and 47 Rule VI)
- received 9,098 exam applications (9,076 online; 22 paper)
- tested 2,468 candidates (2,385 regular and 83 Rule VI)

The Commission is committed to having a current exam in place and ready to be administered for each of the 246 non-uniformed competitive and qualifying noncompetitive classifications in the City and to establishing an eligible list within 60 days from the date a test is requested by a department. The exams are directly based on the work performed by current employees in the job class and are comprised of varying combinations of components, called subtests. The most common subtests include: computer skills, information ordering, logic and reasoning, mathematics, memorization, name/number comparison, oral communication, oral comprehension, problem sensitivity, reading maps/plans, written communication, reading comprehension, and written expression.

To keep the tests current, our goal is to complete a full job analysis and to review, revise, and/or develop the exam for 51 non-uniformed competitive and qualifying noncompetitive classifications each year. In 2017, we completed 52 job analysis projects, 51 test development projects, and averaged 48 days to create eligible lists.

Commission Rules also allow latitude for City departments to hire personnel provisionally when there is a critical need to immediately fill a position but there is no eligible list in place. In order to ensure fair access to City jobs, the Commission is committed to maintaining a provisional employee count below two percent. The City began 2017 with no full-time provisional employees and ended the year with no full-time provisional employees, resulting in a provisional appointment rate of zero percent.

## UNIFORMED TESTING

The Commission's Uniformed Testing Unit administers exams for nine job classes that make up the Public Safety services for the City of Columbus. The majority of the examinations are comprised of at least three components, including a paper test, an oral response, and a physical assessment or tactical exercise. The Uniformed Testing Unit works closely with the IAFF and the FOP to ensure fairness and consistency in the testing processes of promotional exams. The following exams were administered in 2016 with resulting eligible lists established in 2017: Fire Battalion Chief and Fire Deputy Chief. The next group of exams were administered in 2017 with the resulting eligible lists established in 2017: Entry-level Police Officer, Police Sergeant, Entry-level Firefighter, Fire Lieutenant, and Fire Captain. Each of these exams were developed, administered, and validated by Civil Service Commission staff.

### Entry-Level Testing

The Entry-level Firefighter exam consists of three phases. In 2017, there were 4,077 individuals who applied to take the Firefighter exam. In all, 465 candidates were placed on the Firefighter eligible list. The Entry-level Police Officer exam consists of four phases. In 2017, there were 2,513 individuals who applied to take the Police Officer exam. In all, 450 candidates were placed on the Police Officer eligible list.

### Promotional Testing

	Number of Exam Phases	Number of Applicants	Number of Candidates Tested	Number of Candidates Added to Eligible List
Police Sergeant	4	144	66	44
Fire Lieutenant	3	275	175	74
Fire Captain	3	75	52	37
Fire Battalion Chief	3	9	7	5
Fire Deputy Chief	3	4	2	2

## PAYROLL AND PERSONNEL ACTIONS

Another City Charter responsibility conferred upon the Commission is the monitoring and certification of the entire bi-weekly City payroll. This means that no City employee can be paid until the Commission certifies that the individual was hired and continues to be employed in accordance with the City Charter, Civil Service Commission Rules, and current collective bargaining agreements/pay ordinances. The monitoring process includes verifying personnel transactions such as appointments, changes in pay, leaves of absences, and political activity. During 2017, the Commission processed an average of 511 transactions per pay period before the payroll was certified correct to the City Auditor and paychecks issued.

## COLUMBUS CITY SCHOOLS

In addition to services provided to the City of Columbus and its employees, the Ohio Revised Code (ORC) provides that the Commission also oversees various administrative personnel functions for approximately 2,587 employees in the classified service of the Columbus Board of Education (Board). In accordance with the ORC and an agreement executed by both the Commission and the Board, services provided by Commission staff for the various administrative personnel functions are billed to the Board. This agreement covers any and all work associated with class plan maintenance (creation, revision, abolishment of class specifications), test development and/or administration, and trial board administration for the Board. The Commission will make such services available to the Board as long as Board funding is available for reimbursement of Commission costs for the services.

As of January 1, 2017, there were 127 classification specifications in the Columbus City Schools' class plan. During the year, staff completed a total of 64 class reviews with recommendations approved by the Commission.

The 64 reviews resulted in:

- 8 actions to create new classification specifications
- 8 actions to abolish classifications
- 0 actions to review without change
- 1 action to place a moratorium
- 47 actions to revise and/or retitle

These actions resulted in the district's class plan totaling 127 classifications as of December 31, 2017.

In 2017, Columbus City Schools utilized the Commission's downtown test center for (16) days of testing, and the Hearing Room for two days of trial board hearings.

## CIVIL SERVICE COMMISSIONERS

The City Charter provides that the Mayor, with the approval of City Council, appoint the three Civil Service Commissioners:

Grady L Pettigrew, Jr., President	Term expires January 31, 2018
Delena Edwards, Member	Term expired January 31, 2014
Stefanie Coe, Member	Term expires January 31, 2022

The Commissioners have the responsibility to establish the Rules that govern the selection, classification, promotion, and termination of the classified employees of the City of Columbus and the Columbus City Schools. During 2016, the Commissioners ruled on applicant appeals, heard employee disciplinary appeals, amended Commission Rules and Regulations, and responded to personnel requests from department directors, elected City Officials, and the School Board.

Throughout 2017, the Commission:

- held 12 regular meetings
- held 2 trial board disciplinary appeal hearings

The Commission's 2017 docket included:

- 8 disciplinary appeals filed by employees/unions
- 14 non-disciplinary appeals filed by employees/unions
- 1 appeal withdrawn
- 13 disciplinary appeal rulings (6 carried over from 2016)
- 17 non-disciplinary appeal rulings
- 61 requests for background administrative reviews by applicants
- 62 background administrative review rulings (1 carried over from 2016)

## EXPENDITURES

Summary - Expenditures by Unit	2016	2017
Administration	\$2,089,551	\$2,004,857
Classification & Testing-Sworn Employees	1,174,513	1,504,377
Classification & Testing-Civilian Employees	611,269	525,338
<b>Total Expenditures</b>	<b>\$3,875,333</b>	<b>\$4,034,572</b>

**2017  
SELECTION PROCESS SUMMARY**

EXAMINATION TITLE	EXAM TYPE	QTR	EXAM DATE	APPLS TOTAL	GNDR	APPLICATIONS FILED			REJECTED BEFORE EXAM			FAILED TO APPEAR FOR EXAM			FAILED			PASSED			TOTAL PHASES	# OF APPLICANTS TESTED	MATH CHECK OF TOTAL APPS
						B	W	O	B	W	O	B	W	O	B	W	O	B	W	O			
911 Emergency Call Taker	OCN	1	1/4/2018	343	M	42	54	9	4	0	1	26	36	8	9	11	0	3	7	0	1	107	343
	F				F	85	129	24	4	2	0	50	87	18	24	23	4	7	17	2			
911 Emergency Communications Specialists	OCN	4	11/30/2017	100	M	12	15	2	12	8	2	0	2	0	0	0	0	0	5	0	2	19	100
	OCN				F	32	33	6	27	21	5	1	3	0	2	2	0	2	7	1			
911 Emergency Dispatcher	OCN	4	12/5/2017	209	M	29	35	11	29	31	11	0	2	0	0	1	0	0	1	0	1	10	209
	OCN				F	67	60	7	63	54	6	2	0	1	1	1	0	1	5	0			
Administrative Secretary	QNC	3	8/23/2017	248	M	7	27	3	3	0	0	3	17	2	1	6	1	0	4	0	1	90	248
	QNC				F	67	122	22	6	7	3	43	67	7	18	33	10	0	15	2			
Administrative Secretary	R6	2	5/5/2017	2	M	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	2	2
	R6				F	2	0	0	0	0	0	0	0	0	2	0	0	0	0	0			
Building Maintenance Manager	R6	1	2/3/2017	1	M	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0	2	1	1
	R6				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Building Maintenance Supervisor I	OCN	1	2/23/2017	74	M	13	48	9	11	24	4	1	8	0	0	5	1	1	11	4	2	25	74
	OCN				F	1	3	0	1	0	0	0	0	0	0	2	0	0	1	0			
Building Maintenance Worker	OCN	3	7/12/2017	138	M	40	84	7	22	33	3	8	31	3	4	3	1	6	17	0	1	31	138
	OCN				F	1	5	1	1	4	1	0	1	0	0	0	0	0	0	0			
Building Services Specialist	QNC	4	10/21/2017	39	M	10	9	3	4	4	1	1	3	2	2	0	0	3	2	0	1	21	39
	QNC				F	6	11	0	1	1	0	1	0	0	1	0	0	3	10	0			
Cable Worker Supervisor II	OCN	4	12/12/2017	10	M	3	5	1	3	4	1	0	0	0	0	0	0	0	1	0	1	1	10
	OCN				F	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0			
Community Relations Representative	R6	2	7/17/2017	1	M	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0	3	1	1
	R6				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Computer Operations Supervisor	OCN	1	3/15/2017	31	M	6	16	3	3	13	1	1	2	0	0	0	0	2	1	2	3	5	31
	OCN				F	2	3	1	2	2	1	0	1	0	0	0	0	0	0	0			
Computer Operator I	OCN	3	9/6/2017	117	M	32	45	8	17	20	5	6	14	3	1	2	0	8	9	0	3	24	117
	OCN				F	14	16	2	12	8	0	0	7	1	0	0	0	2	1	1			
Computer Operator II	OCN	1	2/23/2017	47	M	17	20	4	12	14	3	3	2	0	0	0	0	2	4	1	1	8	47
	OCN				F	2	3	1	2	3	0	0	0	0	0	0	0	0	0	1			
Construction Inspector I	OCN	1	2/13/2017	106	M	17	72	8	12	25	3	3	24	3	1	2	0	1	21	2	1	31	106
	OCN				F	1	7	1	1	2	0	0	1	1	0	0	0	0	4	0			
Construction Inspector I	R6	1	7/17/2017	1	M	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0	1	1	1
	R6				F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Cultural Arts & Events Specialist	QNC	4	11/16/2017	91	M	11	15	2	9	12	2	1	2	0	1	0	0	0	1	0	2	12	91
	QNC				F	16	41	6	13	17	2	3	15	3	0	1	0	0	8	1			
Cultural Arts & Events Specialist	R6	3	5/17/2017	1	M	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	1	1
	R6				F	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0			
Cultural Arts & Events Specialist	R6	3	8/30/2017	1	M	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	1	1
	R6				F	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0			
Customer Service Representative I	R6	2	7/14/2017	3	M	0	0	1	0	0	0	0	0	0	0	0	1	0	0	0	2	3	3
	R6				F	2	0	0	0	0	0	0	0	0	0	0	0	2	0	0			
Customer Service Representative II	OCN	2	6/29/2017	521	M	74	69	13	51	43	7	15	18	3	6	2	1	2	6	2	2	103	521
	OCN				F	194	137	34	84	52	17	66	51	11	15	2	2	29	32	4			
Customer Service Supervisor	OCN	3	8/16/2017	415	M	51	84	10	31	50	7	10	18	2	5	4	0	5	12	1	2	115	415
	OCN				F	108	138	24	32	50	8	38	46	8	8	8	7	30	34	1			

2017  
SELECTION PROCESS SUMMARY

EXAMINATION TITLE	EXAM TYPE	QTR	EXAM DATE	APPLS TOTAL	GNDR	APPLICATIONS FILED			REJECTED BEFORE EXAM			FAILED TO APPEAR FOR EXAM			FAILED			PASSED			TOTAL PHASES	# OF APPLICANTS TESTED	MATH CHECK OF TOTAL APPS
						B	W	O	B	W	O	B	W	O	B	W	O	B	W	O			
Electric Metering Supervisor	R6 R6	3	6/23/2017	1	M F	0 0	1 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	1 0	0 0	2	1	1
Electronic System Technician	OCN OCN	3	7/20/2017	66	M F	17 1	42 0	6 0	5 0	6 0	0 0	6 0	16 0	2 0	3 0	6 0	1 0	3 1	14 0	3 0	1	31	66
Employee Benefits Analyst I	R6 R6	2	7/17/2017	1	M F	0 0	1 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	1 0	0 0	3	1	1
Engineering Aide II	OCN OCN	3	8/31/2017	34	M F	9 1	15 3	4 2	1 0	2 0	0 0	4 0	10 3	2 1	1 0	1 0	0 0	3 1	2 0	2 1	2	11	34
Engineering Associate I	R6 R6	1	1/12/2017	1	M F	0 0	1 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	1 0	0 0	2	1	1
Engineering Associate II	R6 R6	1	1/12/2017	1	M F	1 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	1 0	0 0	0 0	1	1	1
Equipment Operator I	QNC QNC	4	10/5/2017	97	M F	39 4	44 5	5 0	20 0	14 0	0 0	9 2	12 2	1 0	4 0	1 1	1 0	6 2	17 2	3 0	1	37	97
Equipment Operator II	QNC QNC	2	6/20/2017	69	M F	24 1	40 2	2 0	12 1	12 2	2 0	10 0	15 0	0 0	0 0	0 0	0 0	2 0	13 0	0 0	1	15	69
Equipment Operator II	QNC QNC	4	10/5/2017	54	M F	17 1	33 1	2 0	7 1	9 0	1 0	4 0	10 0	0 0	2 0	2 1	1 0	4 0	12 0	0 0	1	22	54
Excavator	QNC QNC	4	10/18/2017	51	M F	9 0	38 1	3 0	3 0	12 0	1 0	2 0	13 1	1 0	1 0	1 0	0 0	3 0	12 0	1 0	1	18	51
Fiscal Assistant II	R6 R6	2	8/10/2017	2	M F	0 1	0 1	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 1	0 0	0 0	0 0	0 1	0 0	1	2	2
Fiscal Assistant II	R6 R6	3	9/14/2017	2	M F	0 0	0 2	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 2	0 0	0 0	1	2	2
Firefighter	OCU OCU	3	42959	4077	M F	565 52	2856 241	325 38	70 6	132 14	16 0	254 33	1214 118	153 21	183 13	1153 100	116 16	58 0	357 9	40 1	1	2046	4077
Fire Battalion Chief	PROU PROU	4	12/9/2016	9	M F	1 0	7 0	1 0	0 0	0 0	0 0	0 0	2 0	0 0	1 0	1 0	0 0	0 0	4 0	1 0	1	7	9
Fire Captain	PROU PROU	2	4/3/2017	75	M F	2 0	67 1	5 0	0 0	0 0	0 0	1 0	19 1	1 0	0 0	13 0	3 0	1 0	35 0	1 0	1	53	75
Fire Deputy Chief	PROU PROU	4	12/9/2016	4	M F	0 0	2 1	1 0	0 0	0 0	0 0	0 0	1 0	0 0	0 0	0 0	0 0	0 0	1 0	1 0	1	2	4
Fire Lieutenant	PROU PROU	2	4/3/2017	275	M F	18 0	239 2	15 1	0 0	0 0	0 0	5 0	85 2	8 0	9 0	88 0	4 0	4 0	66 0	3 1	1	175	275
Fleet Administrative Specialist	R6 R6	1	10/6/2016	1	M F	0 0	1 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	1 0	0 0	0 0	0 0	0 0	2	1	1
Fleet Attendant	OCN OCN	4	10/28/2017	160	M F	68 13	54 18	6 1	0 0	0 0	0 0	32 5	31 12	6 0	9 2	5 2	0 0	27 6	18 4	0 1	1	74	160
Fuel System Specialist	OCN OCN	4	10/27/2017	29	M F	7 0	17 2	3 0	7 0	11 2	3 0	0 0	1 0	0 0	0 0	0 0	0 0	0 0	5 0	0 0	3	5	29
Gardener	OCN OCN	2	4/4/2017	62	M F	11 0	40 9	2 0	8 0	23 4	1 0	0 0	2 3	1 0	0 0	2 0	0 0	3 0	13 2	0 0	1	20	62
GIS Technician	OCN OCN	1	1/17/2017	34	M F	4 0	21 4	4 1	1 0	6 1	2 0	2 0	5 0	2 1	1 0	1 0	0 0	0 3	9 0	0 0	2	14	34

2017  
SELECTION PROCESS SUMMARY

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						B	W	O	B	W	O	B	W	O	B	W	O	B	W	O			
Health Education Program Planner	R6 R6	2	8/1/2017	2	M F	0 0	0 1	0 1	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 1	0 1	1	2	2
House Rehabilitation Technician	OCN OCN	2	4/13/2017	38	M F	12 0	20 1	5 0	9 0	11 1	2 0	2 0	4 0	0 0	0 0	0 0	0 0	1 0	5 0	3 0	2	9	38
Housing Rehabilitation Technician	R6 R6	1	2/5/2017	1	M F	0 0	0 1	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	1 1	0 0	2	1	1
Human Resources Representative	R6 R6	2	7/17/2017	2	M F	0 0	1 1	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	1 1	0 0	1	2	2
HVAC Technician	OCN OCN	1	1/17/2017	19	M F	4 0	12 0	3 0	3 0	7 0	0 0	0 0	4 0	1 0	0 0	0 0	0 0	1 0	1 0	2 0	1	4	19
Income Tax Auditor	OCN OCN	1	3/21/2017	63	M F	11 13	12 16	3 8	9 8	8 10	0 5	0 0	0 0	0 0	0 2	0 0	1 0	2 3	4 6	2 3	3	23	63
Information Systems Technician	OCN OCN	1	3/7/2017	93	M F	23 4	49 10	4 3	3 1	13 0	0 0	11 2	21 7	2 1	5 0	1 0	1 2	4 1	14 3	1 0	3	32	93
IT Systems Supervisor	QNC QNC	2	3/14/2017	28	M F	5 0	15 4	4 0	3 0	8 2	1 0	2 0	2 1	0 0	0 0	0 0	0 0	0 0	5 1	3 0	2	9	28
Lamp Servicer	OCN OCN	2	4/26/2017	97	M F	22 0	64 3	8 0	18 0	32 3	4 0	2 0	20 0	1 0	1 0	4 0	0 0	1 0	8 0	3 0	2	17	97
Mail Clerk	OCN OCN	2	5/16/2017	353	M F	75 69	96 88	16 9	48 46	52 49	10 4	0 0	0 0	0 0	14 8	8 7	5 1	13 15	36 32	1 4	4	144	353
Mail Specialist	OCN OCN	1	1/19/2017	184	M F	47 40	31 40	14 12	22 29	16 23	5 5	15 9	7 9	7 3	6 0	2 1	0 1	4 2	6 7	2 3	1	34	184
Management Analyst I	R6 R6	3	10/1/2017	8	M F	1 1	5 1	0 0	0 0	0 0	0 0	0 0	0 0	0 0	1 1	0 0	0 0	0 0	5 1	0 0	3	8	8
Management Analyst I	R6 R6	2	3/31/2017	1	M F	0 1	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 1	0 0	0 0	3	1	1
Management Analyst I	R6 R6	4	10/30/2017	1	M F	0 0	1 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	1 0	0 0	3	1	1
Office Assistant I	R6 R6	1	4/20/2017	2	M F	0 1	1 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 1	0 0	0 0	3	2	2
Office Assistant I	R6 R6	4	11/20/2017	1	M F	0 0	0 1	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	1 0	0 0	0 0	0 0	0 0	3	1	1
Office Assistant I	R6 R6	3	8/24/2017	1	M F	0 0	0 1	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 1	0 0	1	1	1
Office Assistant I	R6 R6	3	7/10/2017	1	M F	0 0	1 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	1 0	0 0	1	1	1
Office Assistant I	R6 R6	3	9/11/2017	2	M F	0 1	0 0	1 0	0 0	0 0	0 0	0 0	0 0	0 0	0 1	0 0	0 0	0 0	0 0	1 0	1	2	2
Office Assistant II	R6 R6	2	7/6/2017	4	M F	0 1	1 1	0 1	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 1	0 0	0 1	1 1	0 0	1	4	4
Office Assistant II	R6 R6	3	9/11/2017	3	M F	1 1	0 0	1 0	0 0	0 0	0 0	0 0	0 0	0 0	0 1	0 0	0 0	1 0	0 0	1 0	1	3	3
Office Assistant II	R6 R6	1	3/16/2017	1	M F	0 1	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 1	0 0	0 0	1	1	1



2017  
SELECTION PROCESS SUMMARY

EXAMINATION TITLE	EXAM TYPE	QTR	EXAM DATE	APPLS TOTAL	GNDR	APPLICATIONS FILED			REJECTED BEFORE EXAM			FAILED TO APPEAR FOR EXAM			FAILED			PASSED			TOTAL PHASES	# OF APPLICANTS TESTED	MATH CHECK OF TOTAL APPS
						B	W	O	B	W	O	B	W	O	B	W	O	B	W	O			
Office Assistant II	R6 R6	4	12/28/2017	3	M F	0 0	0 3	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 1	0 0	0 2	0 0	0 0	1	3	3
Office Assistant III	R6 R6	3	8/21/2017	2	M F	0 2	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 1	0 0	0 0	0 1	0 0	0 0	1	2	2
Office Assistant III	R6 R6	3	9/13/2017	2	M F	0 1	0 0	1 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 1	0 0	1 0	1	2	2
Office Assistant III	R6 R6	3	6/23/2017	3	M F	1 0	0 2	0 0	0 0	0 0	0 0	0 0	0 0	0 0	1 0	0 1	0 0	0 0	0 1	0 0	1	3	3
Office Assistant III	R6 R6	4	10/2/2017	1	M F	0 0	0 1	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 1	0 0	0 0	0 0	1	1	1
Office Assistant III	R6 R6	2	3/22/2017	1	M F	1 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	1 0	0 0	0 0	0 0	0 0	0 0	1	1	1
Office Manager	R6 R6	2	7/18/2017	2	M F	0 0	0 2	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 1	0 0	0 0	0 1	0 0	0 0	1	2	2
Office Support Clerk	OCN OCN	2	4/20/2017	298	M F	32 94	37 115	11 9	0 0	1 0	0 0	22 50	16 61	7 3	4 16	5 6	1 2	6 28	15 48	3 4	1	138	298
Parking Enforcement Supervisor	OCN OCN	3	7/18/2017	72	M F	27 5	24 12	2 2	26 5	19 11	1 2	0 0	2 0	0 0	0 0	0 0	0 0	1 0	3 1	1 0	1	6	72
Parks Irrigation Specialist	OCN OCN	3	8/16/2017	18	M F	6 0	8 0	4 0	6 0	5 0	2 0	0 0	2 0	1 0	0 0	0 0	0 0	0 0	1 0	1 0	2	2	18
Parks Irrigation Specialist	R6 R6	4	12/13/2017	2	M F	0 0	2 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	2 0	0 0	3	2	2
Parks Maintenance Worker	OCN OCN	3	7/6/2017	198	M F	63 3	115 6	10 1	48 2	62 5	8 1	7 0	22 1	2 0	4 1	4 0	0 0	4 0	27 0	0 0	3	40	198
Parks Maintenance Worker	R6 R6	2	7/14/2017	1	M F	0 0	1 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	1 0	0 0	1	1	1
Payroll Benefits Clerk	OCN OCN	1	1/25/2017	265	M F	32 90	32 89	8 14	15 15	11 14	2 1	8 32	9 43	4 7	6 15	1 9	0 3	3 28	11 23	2 3	1	104	265
Personnel Analyst I	R6 R6	2	8/1/2017	8	M F	2 1	2 2	0 1	0 0	0 0	0 0	0 0	0 0	0 0	2 0	0 0	0 1	0 1	2 2	0 0	3	8	8
Plant Maintenance Electrician II	OCN OCN	2	5/2/2017	24	M F	1 0	23 0	0 0	1 0	10 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	13 0	0 0	2	13	24
Plant Maintenance Electrician II	R6 R6	2	5/18/2017	1	M F	0 0	1 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	1 0	0 0	2	1	1
Plant Maintenance Helper	OCN OCN	4	12/27/2017	150	M F	36 1	101 1	7 4	23 1	28 3	3 1	7 0	28 0	3 0	3 0	8 1	0 0	3 0	37 0	1 0	1	53	150
Plant Maintenance Mechanic	OCN OCN	2	3/9/2017	130	M F	18 0	97 2	13 0	12 0	48 2	7 0	3 0	21 0	4 0	2 0	4 0	0 0	1 0	24 0	2 0	2	33	130
Police Property Clerk	OCN OCN	1	3/13/2017	480	M F	74 83	138 129	37 19	57 74	90 103	30 15	10 3	22 11	4 4	5 2	8 1	2 0	2 4	18 14	1 0	3	57	480
Police Officer	OCU OCU	4	7/1/2017	2513	M F	408 120	1404 235	275 71	17 9	53 6	15 5	219 76	740 144	139 38	118 22	323 48	74 17	54 13	288 37	47 11	4	1052	2513
Police Sergeant	PROU PROU	4	11/6/2017	144	M F	12 1	114 9	7 1	1 0	1 0	0 0	6 1	60 3	6 0	4 0	18 0	0 0	1 0	35 6	1 1	4	66	144

2017  
SELECTION PROCESS SUMMARY

EXAMINATION TITLE	EXAM TYPE	QTR	EXAM DATE	APPLS TOTAL	GNDR	APPLICATIONS FILED			REJECTED BEFORE EXAM			FAILED TO APPEAR FOR EXAM			FAILED			PASSED			TOTAL PHASES	# OF APPLICANTS TESTED	MATH CHECK OF TOTAL APPS
						B	W	O	B	W	O	B	W	O	B	W	O	B	W	O			
Police Records Technician	OCN OCN	2	3/24/2017	590	M F	48 117	123 246	23 33	28 30	52 59	15 12	14 54	45 109	2 14	3 12	2 13	3 1	3 21	24 65	3 6	2	156	590
Police Records Technican Supervisor	OCN OCN	2	5/1/2017	47	M F	6 11	11 16	1 2	6 9	10 11	1 0	0 1	0 0	2 2	0 0	0 0	0 0	0 1	0 5	0 0	3	6	47
Power Distribution Load Dispatcher	OCN OCN	2	4/6/2017	31	M F	9 0	17 2	3 0	9 0	11 2	2 0	0 0	2 0	0 0	0 0	0 0	0 0	0 0	4 0	1 0	1	5	31
PowerLine/Cable Worker Trainee	OCN OCN	4	10/31/2017	120	M F	26 1	86 1	6 0	23 1	52 1	2 0	1 0	18 0	4 0	2 0	1 0	0 0	0 0	15 0	0 0	2	18	120
Prevailing Wage Coordinator	OCN OCN	2	4/11/2017	136	M F	14 28	37 48	6 3	11 22	26 25	6 2	3 3	5 12	0 1	0 0	2 1	0 0	0 3	4 10	0 0	3	20	136
Procurement Specialist	OCN OCN	1	3/16/2017	76	M F	9 19	26 19	0 3	6 10	6 6	0 1	1 4	12 5	0 2	2 2	1 1	0 0	0 3	7 7	0 0	2	23	76
Programmer Analyst	OCN OCN	1	2/14/2017	23	M F	2 4	11 1	3 2	2 3	7 1	1 1	0 1	1 0	1 0	0 0	0 0	0 0	0 0	3 0	1 1	2	5	23
Property Maintenance Inspection Trainee	OCN OCN	1	2/1/2017	442	M F	105 40	202 55	33 7	33 5	53 7	8 0	42 17	75 25	13 4	18 4	8 1	5 0	12 14	66 22	7 3	2	160	442
Public Health Sanitarian Aide	R6 R6	3	8/18/2017	1	M F	0 0	1 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	1 0	0 0	1	1	1
Refuse Collection Supervisor	OCN OCN	3	7/13/2017	72	M F	22 4	38 3	4 1	13 4	16 2	1 1	4 0	5 0	0 0	1 0	6 0	0 0	4 0	11 1	3 0	2	26	72
Relocation Specialist	R6 R6	3	8/1/2017	1	M F	0 0	1 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	1 0	0 0	3	1	1
Security Specialist	OCN OCN	3	7/11/2017	163	M F	65 18	47 15	13 5	46 8	22 12	7 3	15 6	18 1	4 2	2 0	1 0	0 0	2 4	6 2	2 0	1	19	163
Security Specialist	R6 R6	2	5/23/2017	1	M F	0 0	1 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	1 0	0 0	3	1	1
Security Specialist	R6 R6	2	3/10/2017	1	M F	1 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	1 0	0 0	0 0	3	1	1
Security Specialist	R6 R6	3	9/8/2017	1	M F	1 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	1 0	0 0	0 0	0 0	0 0	0 0	4	1	1
Security Specialist Supervisor	R6 R6	1	12/16/2016	1	M F	0 0	1 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	1 0	0 0	3	1	1
Senior Storekeeper	OCN OCN	1	3/30/2017	174	M F	39 15	80 31	5 4	26 9	34 19	3 3	9 4	23 5	2 0	4 0	6 1	0 0	0 2	17 6	0 1	2	37	174
Sewer Cleaning Equipment Operator	OCN OCN	3	8/16/2017	72	M F	30 2	35 2	3 0	29 2	23 2	3 0	0 0	4 0	0 0	0 0	0 0	0 0	1 0	8 0	0 0	2	9	72
Sewer Maintenance Worker	OCN OCN	4	10/25/2017	123	M F	47 1	65 2	8 0	33 1	36 1	7 0	5 0	15 0	0 0	2 0	0 0	0 0	7 0	14 1	1 0	3	25	123
Sewer Service Worker (Emergency)	OCN OCN	1	3/21/2017	108	M F	37 0	58 5	8 0	30 0	39 5	8 0	2 0	4 0	0 0	1 0	2 0	0 0	4 0	13 0	0 0	2	20	108
Sign Painter-Fabricator	OCN OCN	3	8/15/2017	112	M F	28 4	65 4	10 1	25 4	52 3	8 1	1 0	4 0	1 0	1 0	2 0	0 0	1 0	7 1	1 0	3	13	112
Sports Field Maintenance Supervisor	OCN OCN	3	8/24/2017	45	M F	14 1	26 2	2 0	13 1	13 1	2 0	0 0	6 0	0 0	1 0	0 0	0 0	0 0	7 1	0 0	1	9	45

2017  
SELECTION PROCESS SUMMARY

EXAMINATION TITLE	EXAM TYPE	QTR	EXAM DATE	APPLS TOTAL	GNDR	APPLICATIONS FILED			REJECTED BEFORE EXAM			FAILED TO APPEAR FOR EXAM			FAILED			PASSED			TOTAL PHASES	# OF APPLICANT TESTED	MATH CHECK OF TOTAL APPS		
						B	W	O	B	W	O	B	W	O	B	W	O	B	W	O					
Storekeeper	OCN OCN	1	1/20/2017	314	M F	71 43	95 75	19 11	30 26	35 28	8 3	23 5	22 25	6 5	11 5	5 2	0 0	7 7	33 20	5 3	1	98	314		
Storekeeper	R6 R6	4	1/22/2017	1	M F	0 0	1 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	1 0	0 0	1	1	1		
Stormwater Investigator	OCN OCN	1	2/28/2017	95	M F	13 6	56 13	4 3	7 3	36 6	2 0	2 2	11 5	2 0	3 0	0 0	0 0	1 1	9 2	0 3	2	19	95		
Technical Support Supervisor	QNC QNC	2	4/18/2017	50	M F	9 4	30 4	2 1	7 4	20 2	1 0	0 0	0 0	0 0	0 0	3 0	0 1	2 0	7 2	1 0	2	16	50		
Technology Service Desk Representative	OCN OCN	3	9/21/2017	87	M F	18 12	38 10	8 1	9 6	13 5	0 0	6 3	18 2	7 0	0 0	0 0	0 0	3 1	7 3	1 1	2	18	87		
Telecommunications Specialist I	OCN OCN	1	3/2/2017	78	M F	19 23	15 13	4 4	13 22	8 10	4 4	4 1	3 2	0 0	0 0	0 0	0 0	2 0	4 1	0 0	3	7	78		
Telecommunications Specialist II	OCN OCN	1	3/2/2017	38	M F	9 11	8 6	1 3	5 10	5 3	1 3	2 1	2 2	0 0	0 0	1 0	0 0	2 0	0 1	0 0	3	4	38		
Trades Helper (Electrical)	OCN OCN	2	4/11/2017	66	M F	12 0	45 1	8 0	6 0	20 1	3 0	4 0	13 0	4 0	1 0	1 0	1 0	1 0	11 0	0 0	1	15	66		
Traffic Line Supervisor I	OCN OCN	4	11/28/2017	18	M F	5 1	9 1	2 0	5 1	4 1	1 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	5 0	1 0	2	6	18		
Traffic Paint and Sign Worker	OCN OCN	4	11/15/2017	58	M F	19 0	31 2	5 1	19 0	24 2	5 1	0 0	2 0	0 0	0 0	0 0	0 0	0 0	5 0	0 0	2	5	58		
Wastewater Chemist I	OCN OCN	4	12/13/2017	72	M F	7 5	36 12	9 3	5 1	5 1	0 0	1 3	15 4	3 3	0 1	4 1	2 0	1 0	12 6	4 0	1	31	72		
Wastewater Chemist II	R6 R6	1	2/1/2017	1	M F	0 0	0 1	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 1	0 0	2	1	1		
Wastewater Pretreatment Analyst	OCN OCN	3	7/13/2017	81	M F	7 2	45 18	5 4	6 1	13 4	2 2	1 0	12 3	2 2	0 0	7 1	0 0	0 1	13 10	1 0	2	33	81		
Water Service Technician II	OCN OCN	4	12/14/2017	69	M F	18 2	41 0	7 1	14 2	15 0	4 1	2 0	15 0	1 0	1 0	2 0	1 0	1 0	9 0	1 0	1	15	69		
Total by EEO Category						4363	10297	1535	1770	2331	392	1385	3848	600	658	2025	296	550	2096	244					
Total						16195			4493			5833			2979			2890				5869			
Total Apps Match (FTA/FAILED/PASSED)						16195																			

# 2017 SELECTION PROCESS SUMMARY

Number of Exams with (1) Phase	56
Number of Exams with (2) Phases	38
Number of Exams with (3) Phases	26
Number of Exams with (4) Phases	4
<b>Total Tests</b>	<b>124</b>

<b>EXAM TYPE (ET) SUMMARY</b>	
<b>OCN</b> -Open Competitive - Nonuniformed Tests	61
<b>OCU</b> -Open Competitive - Uniformed Tests	2
<b>PRON</b> -Promotional - Nonuniformed Tests	0
<b>PROU</b> -Promotional - Uniformed Tests	5
<b>QNC</b> -Qualifying Noncompetitive Tests	9
<b>R6</b> -Rule 6	47
<b>ACC</b> -Accommodation	0
<b>Grand Total</b>	<b>124</b>

<b>APPS FILED BY ET</b>	<b>APPS REJ BY ET</b>	<b>FTA BY ET</b>	<b>FAILED BY ET</b>	<b>PASSED BY ET</b>
8288	3918	2225	541	1604
6590	343	3149	2183	915
0	0	0	0	0
507	2	202	141	162
727	230	257	93	147
83	0	0	21	62
0	0	0	0	0
<b>16195</b>	<b>4493</b>	<b>5833</b>	<b>2979</b>	<b>2890</b>